

**SECRET**

BPAM 65-0328

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700100031-2

65-2274

30 APR 1965

**MEMORANDUM FOR:** Deputy Director for Plans  
Deputy Director for Intelligence  
Deputy Director for Support  
Deputy Director for Science and Technology

**SUBJECT :** Management of Interagency Committees

1. The President has directed that each agency "assess the value, contribution and continuing need for each interagency committee in which his agency participates," with a view toward elimination of waste time, wasted action and undesirable compromise. BOB instructions further clarified the type of information to be retained and reported to the President through BOB. [ ] C/EPAM/PAS, has been designated as the Agency officer to work with each Directorate in assisting the DCI in discharging the Agency's responsibility for committee management.

2. Basically, the Presidential directive and the pertinent BOB instructions require two things:

a. the maintenance of adequate internal records to enable effective supervision and control over Agency participation in the committees, and

b. an annual report to BOB due 30 April.

3. The internal procedure for meeting these requirements is:

Each Directorate, and O/DCI, will

a. maintain sufficient records to assure appropriate supervision of every committee in which it participates, and

b. submit written reports to D/EPAM as required.

4. Detailed instructions on the contents of the annual report as well as the minimum records to be maintained will be worked out by EPAM/PAS and the representatives from each Directorate.

5. Action Memoranda A-303, dated 23 October 1963, and A-347, dated 17 January 1964, are hereby cancelled.

Lyman B. Kirkpatrick  
Executive Director-Comptroller

cc:

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

EXCLUDED FROM AUTOMATIC  
DECLASSIFICATION  
DATE 05/05/2003

OBPAM/PAS [redacted] /clk(22 April 1965)

Retyped: 27 April 1965

Distribution:

Original - DD/P

1 - DD/I

1 - DD/S

1 - DD/S&T

1 - O/DCI [redacted]

① - Exec Registry

1 - BPAM Subject File (PAS)

1 - BPAM Reading file (*upheld*)

1 - PAS Chrono (*upheld*)

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INTERNAL  
USE ONLY

CONFIDENTIAL

SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Management of Interagency Committees

FROM:

PAS

EXTENSION

NO.

DATE 27 April 1965

~~22 April 1965~~

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

RECEIVED

FORWARDED

160/15

STAT

2.

Executive Director-  
Comptroller

30/

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USE PREVIOUS  
EDITIONS

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